



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND  
FORT MCPHERSON, GEORGIA 30330-6000

REPLY TO  
ATTENTION OF  
AFLG-PR

29 January 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 99-12

1. This CIL contains information on the following subjects:

- a. Waiver for the Use of ACCES for CP-14 Recruitment,
- b. Easy ACCES,
- c. Continuing Education Courses,
- d. DA Career Interns,
- e. PARC and Acting PARC Delegations, and
- f. Small Business Administration Certification Process.

2. Waiver for the Use of ACCES for CP-14 Recruitment. Reference memo, SARD-PM, 8 January 1999, SAB (encl 1). The Defense Supply Services - Washington, has a critical staffing void in the contracting career field. Because ACCES has proven to be ineffective in recruiting for new positions, a waiver for the use of ACCES to fill all GS-12 and GS-13 contracting positions for a minimum period of six months has been approved. For additional information, please contact Clyde Thomas at DSN 367-6372.

3. Easy ACCES. All Career Program 14 employees, supervisors, and reviewers should be using the automated career referral system rather than relying on the U.S. postal service. Getting a user ID and personal identification number (PIN) is as simple as entering your email address, social security number and birth date. Just follow the user-friendly instructions. Employees can initially register and/or update parts A through D and geographic availability. Supervisors and reviewers can complete parts E and F without constantly referring back to the instructions, and updates are easy because you can see your previous knowledge and ability ratings. Updates may be independently made by either employees or supervisors at any time. The Internet site is <https://cpol.army.mil/ezacces>.

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4. Continuing Education Courses. The funding of a Continuing Education course such as Contemporary Approaches to Acquisition Reform (CAR 805) and Acquisition Law (LAW 801) are now the responsibility of the requesting activity. For additional information, please contact Clyde Thomas at DSN 367-6372.

5. DA Career Interns. Below are the answers to some questions often asked concerning the DA Intern Program:

a. Can a GS-11 be selected for a DA Career Intern position?

Currently there is no prohibition on the selection of a GS-11 non-competitively for an intern position. However, the intern would be entitled to retained pay and the cost of that intern would be considerably higher than a new federal employee at the GS-5 or GS-7 level. For FY 99, each work year equals \$49,000 and most of the dollars would be eaten up with salary and benefits with very little left for training.

For your information, new AR 690-950 will contain the following statement: "Applicants already fully qualified in the field of the position are not be offered formalized trainee positions."

b. How does an installation clear for surplus interns?

Installations will report surplus interns to their MACOM. The MACOM will report the intern to DA. DA will put the notice on the CPOC Bulletin Board stating that an intern has been declared surplus and freeze positions DA-wide until the intern has been placed. DA will contact the CPOCs instead of the CPOCs contacting DA.

c. How much of the dollars allocated per intern goes towards training?

The dollar amount varies from one fiscal year to another. The funds allocated cover salary, benefits and training. It is mandatory that all DA Career Interns complete the Intern Leadership Development Course and the Action Officer Correspondence Course to graduate. Other mandatory courses vary from one career program to another. To use ACTEDS funds, courses

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need to be officially listed in an approved ACTEDS plan. Funds for training are limited. Every effort should be made to identify training requirements for mandatory courses and the dollars available. If additional funds are needed, please identify the course, provide the amount needed through your Resource Management Office to this headquarters and every effort will be made to secure the amount needed.

d. What are the new procedures for recruiting interns?

The North Central Civilian Personnel Operating Center (NC CPOC) has been designated as the service provider for all ACTEDS intern recruitment DA-wide. Based on information received from the MACOM Civilian Personnel Offices, in coordination with MACOM Career Program Managers, SF 52s are being initiated by the DA ACTEDS Management Branch. The NC CPOC will announce the job, rate/rank applications, and give a referral list to the manager or Functional Chief Representative (FCR) (depending upon the Career Program). Once a commitment is made, the NC CPOC will coordinate the action with the servicing CPOCs so that it will be apparent that the action is committed and requires processing. The servicing CPOC will build positions and process the action. The servicing Civilian Personnel Advisory Center (CPAC) will be contacted by the NC CPOC to in-process the intern.

Individuals interested in DA intern positions are reminded to check [www.usajobs.opm.gov](http://www.usajobs.opm.gov) for external advertisements and [www.cpol.army.mil](http://www.cpol.army.mil) for internal advertisements.

6. PARC and Acting PARC Delegations. The delegation designating Ms. Toni M. Gaines as the Principal Assistant Responsible for Contracting (PARC) is provided at enclosure 2. The delegation designating Ms. Beverly Y. Thomas as Acting PARC is provided at enclosure 3.

7. Small Business Administration Certification Process. Reference is Small Business Administration (SBA) News Release provided at enclosure 4. The SBA has selected 62 private organizations to help in the certification process required for



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
RESEARCH DEVELOPMENT AND ACQUISITION  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103

08 JAN 1999

SARD-PM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Waiver for the Use of ACCES for CP-14 Recruitment

Defense Supply Service-Washington (DSS-W) has experienced a critical staffing void in the contracting career field. Unfortunately, ACCES has proven to be an ineffective recruiting tool for contracting positions to be filled by DSS-W. Therefore, I have approved, in conjunction with the Deputy Assistant Secretary of the Army (Civilian Personnel Policy), a waiver for the use of ACCES to fill all GS-12 and GS-13 grade contracting positions for a minimum period of six months. Any position in the GS-14 or GS-15 grade level at DSS-W must still be filled through ACCES.

Request that you notify all of your CP-14 contracting careerists that they must apply for positions in DSS-W using local merit promotion procedures. Careerists should be informed to refer primarily to the following web site for information about position vacancies and application instructions for contracting positions in DSS-W: [www . cpol . army . mi l ;](http://www.cpol.army.mil) . The vacancies may also be listed on these web sites: [www . usa j obs . opm . gov](http://www.usajobs.opm.gov) ; and/or [www . ncmahq . ora](http://www.ncmahq.ora) . Position vacancy announcements will normally be open for at least 30 days and careerists may apply by using the Standard Form 171 or a resume; however, they should follow the explicit instructions of each vacancy announcement.

We are working aggressively to improve the ACCES system and I will charter a Process Action Team to have improvements or a replacement system recommended to me in the near future. Any questions or comments should be directed to Dr. James Edgar, (703) 681-1043, or e-mail at [edgarj@sarda.armv.mil](mailto:edgarj@sarda.armv.mil) . This memorandum has been coordinated with the Deputy Assistant Secretary of the Army (Civilian Personnel Policy),

Kenneth J. Oscar  
Functional Chief Representative  
Civilian Contracting and Acquisition  
Career Program





DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND  
1777 HARDEE AVENUE SW  
FORT MCPHERSON GEORGIA 30330-1062


REPLY TO  
ATTENTION OF

**AFLG-PR (715)**

25 January 1999

**DELEGATION OF AUTHORITY AS PRINCIPAL ASSISTANT  
RESPONSIBLE FOR CONTRACTING**

1. As Head of Contracting Activity for Forces Command, I designate Toni M. Gaines, xxx-xx-xxxx, Supervisory Procurement Analyst, as the Principal Assistant Responsible for Contracting (PARC). I delegate to her all my contracting authority except when approval by the Head of the Contracting Activity or a General Officer is mandatory.
2. This authority may not be further delegated.
3. Before acting upon matters considered to be of an important nature, the PARC will bring these concerns to my attention.
4. This delegation supersedes Delegation of Authority, Headquarters Forces Command, 21 September 1998.

  
**THOMAS A. SCHWARTZ**  
General, USA  
Commanding



DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND  
1777 HARDEE AVENUE SW  
FORT MCPHERSON GEORGIA 30330-1062

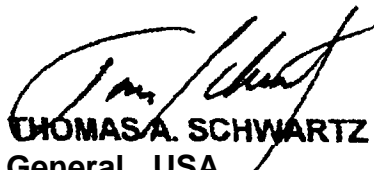
REPLY TO  
ATTENTION OF

**AFLG-PR (715)**

25 January 1999

**DELEGATION OF AUTHORITY AS ACTING PRINCIPAL  
ASSISTANT RESPONSIBLE FOR CONTRACTING**

1. As Head of Contracting Activity for Forces Command, I designate **Beverly T. Thomas, xxx-xx-xxxx, Procurement Analyst, as the Acting Principal Assistant Responsible for Contracting (PARC) in the absence of the U.S. Army Forces Command PARC.**
2. The Acting PARC may perform any contracting function delegated to the PARC during the PARC's absence. Before acting upon matters considered to be of an important nature, the Acting PARC will bring these concerns to my attention.
3. This authority may not be further delegated.
4. This delegation supersedes Delegation of Authority, Headquarters Forces Command, **21 September 1998.**

  
**THOMAS A. SCHWARTZ**  
General, USA  
Commanding



## *NEWS RELEASE*

### **PRESS OFFICE**

**Release Date:** January 21, 1999  
**Release No.** 99-05

**Contact:** D.J. Caulfield (202) 205-6740  
**SBA News Releases:** [www.sba.gov/news/](http://www.sba.gov/news/)

## ***SBA SELECTS PRIVATE CERTIFIERS TO HELP WITH DISADVANTAGED STATUS REVIEWS***

### **Follows OMB move to okay subcontracting self-certification through June 30**

**WASHINGTON** -The U.S. Small Business Administration (SBA) has selected 62 private organizations to help in the certification process **required** for **firms** requesting federal status as small disadvantaged businesses (**SDBs**), with the potential for more to be added later.

Starting Feb. 15, the private groups will screen and analyze SDB applications to make recommendations on ownership and control, while the SBA will continue its role in determining social and economic disadvantage, and the firm size.

This selection follows the **Office** of Management and Budget's decision late last month to allow firms involved with federal subcontracting to continue to self-certify their SDB status through June 30. Previously, this self-certification option was to expire on Jan. 1. This is an important consideration for the large prime contractors who can obtain evaluation credits **and** monetary incentives by including **SDBs** in subcontracts for federal projects.

**"The doors of opportunity must be kept wide open for small disadvantaged businesses willing to work on federal projects,"** said SBA Administrator Aida Alvarez. **"The addition of these private certifiers located throughout the United States means that small businesses everywhere will be able to obtain SDB applications quickly and easily. Certification is the passport to a federal market that averages about \$200 billion per year."**

**-more-**

Applications can also be obtained on-line at <http://www.sba.gov/sdb> or by calling toll-free 1-800-558-0884.

The private certifiers also will serve as intake locations for the completed forms and are allowed to charge a reasonable fee for services rendered. They have 15 days to make certain the application is complete and another 30 days to determine whether the applicant meets the ownership and control requirements for SDB status. To qualify, a disadvantaged individual or individuals must own 51 percent or more of the business and must devote full-time to its daily management. Once the private certifiers complete their analysis, the package is forwarded to the SBA, which must complete its work in 30 days.

SBA selected the 62 private certifiers from a pool of 105 candidate organizations that included small and large businesses, SDBs, non-profits and participants in the SBA's 8(a) business development program. Organizations were evaluated based on past performance, current technical and personnel considerations, overall technical approach and proposed fee structure.

Federal certification became an important consideration last fall. In October, the Clinton Administration instituted a program that provides SDBs seeking prime federal procurements a price evaluation adjustment of up to 10 percent for contracts in selected industries -- those that still reflect the effects of earlier discrimination. To qualify, the SDB must receive formal certification from the SBA and be listed in the agency's on-line database, PRO-Net. The list is on the Web at <http://pro-net.sba.gov>.

On Jan. 1, the subcontracting phase of the SDB program was activated. This, too, involves only selected industries, the same ones eligible for the price credit. Prime contractors who use small disadvantaged businesses for subcontracting can qualify for evaluation credits and monetary incentives. The regulations initially required that the SDB subcontractors must be SBA-certified and appear on the PRO-Net listing, but this will not become mandatory until July 1. Until then, SDB firms can continue the established practice of self-certifying.

**-more-**



The **SBA**, which began accepting applications Aug. 24, now has nearly 5,775 certified SDBs in **PRO-Net** covering a wide array of goods and services.

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**(Full List of Private Certifiers Attached)**

**-more-**

## CALIFORNIA

### ASIAN. INC.

San Francisco, CA 94109  
(415) 928-5910

### COVENANT INDUSTRIES

Industry, California  
(626) 330-3500

### EAGLE CONSULTING

Pasadena, CA 91106  
(323) 257-3 900

### EOUICAP FINANCIAL

Newport Beach, CA 92660  
(714) 955-4878

### GORDON/BARASH ASSOCIATES. INC.

Los Angeles, CA 90048-4938  
(323) 852-9864

### KEY GROUP. INC.

Fillmore, CA 93015  
(805) 524-5588

### LINK 2000

San Francisco, CA 94103  
(415) 552-7401

### MASON TILLMAN ASSOCIATES. LTD

Oakland, CA 94610  
(510) 835-9012

### PROCUREMENT RESOURCE CENTER

San Lean&o, CA 94577-0274  
(510) 895-8701

### SATO ASSOCIATES

San Diego, CA 92130  
(619) 481-2376

## COLORADO

### STATE OF COLORADO

Denver, Colorado 80202  
(303) 894-2355

## DELAWARE

### FEDERAL QUALIFIERS INC.

Newark, DE 19711  
(302) 234-1246

-more-

## DISTRICT OF COLUMBIA

### ALLIANCE MANAGEMENT SYSTEMS

Washington, DC 20036  
(202) 822-8880

### DEVCorp SERVICES. INC.

Washington, DC 20009  
(202) 319-1994

### EDUCATIONAL SERVICES. I-NC.

Washington, DC 20036  
(202) 628-8080

### THOMPSON. COBB. BRAZILIO & ASSOCIATES

Washington, DC 20005  
(202) 737-2684

### WASHINGTON CONSULTANTS

INTERNATIONAL  
Washington, DC 20016  
(202) 363-6596

## FLORIDA

### RENAISSANCE CONTRACT MANAGEMENT. INC.

West Palm Beach, FL 33416  
(561) 965-9880

### RIVERVIEW CONSULTANTS. INC.

Jacksonville, FL 32202  
(904) 632-0930

## GEORGIA

### FIRST FINANCIAL ASSOCIATES, INC.

Atlanta, GA 30303  
(404) 659-8700

## INDIANA

### CMR SERVICES GROUP

New Albany, IN 47150  
(812) 944-97%

## ILLINOIS

### RALPH G. MOORE & ASSOCIATES

Chicago, IL 60606  
(312) 419-1911

**MARYLAND**

ECK GROUP

Bowie, MD 20720-04 15  
(301) 262-7714

PAJ BUSINESS STAFFING

Silver Spring MD 20910  
(301) 589-4600

SCIENTIFIC SYSTEMS & SOFTWARE

Columbia, MD 21046  
(410) 381-3200

T.J. MURPHY & ASSOCIATES, P.A.

Columbia, MD 21044-1514  
(410) 884-65 10

**MASSACHUSETTS**

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Lexington, MA 02420-4441  
(781) 674-0041

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COMMERCE

Boston, MA 02109  
(617) 261-4222

**MINNESOTA**

IMPACT

**Minnetonka**, MN 55305  
(612) 545-6475

**MISSISSIPPI**

BANKS, FINLEY, WHITE & COMPANY

**Jackson**, MI 39201  
(601) 353-5423

SYSTEMS CONSULTANTS ASSOCIATES, INC.

Jackson, MS 39296-5197  
(601) 355-5911

**MISSOURI**

C.C. WARD & ASSOCIATES

St Louis, MO 63 108  
(314) 533-9273

PEWITTE & ASSOCIATES MANAGEMENT  
CONSULTANTS

Blue Springs, MO 64015-5335  
(816) 228-1969

**NEBRASKA**

HAYES & ASSOCIATES, LLC

**Omaha**, NE 68114  
(402) 390-2480

**NEVADA**

NEW VENTURES, MC

Las Vegas, NV 89101  
(702) 384-3881

**NEW JERSEY**

DOLCEY E. CHAPLIN, ESQ.

**Ridgewood**, NJ 07450  
(201) 445-7189

**NEW MEXICO**

NEDA BUSINESS CONSULTANTS

Albuquerque, NM 87102  
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**NEW YORK**

HARVEY E. DAVIES

Syracuse, NY 13214  
(3 15) 446-8874

MDI ASSOCIATES, LLC

**Loudville**, NY 12211  
(518) 465-0078

REGIONAL ALLIANCE FOR SMALL  
CONTRACTORS

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SOUTH BRONX OVERALL ECONOMIC  
DEVELOPMENT (SOBRO)

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DEVELOPMENT CENTER

Rochester, NY 14605  
(716) 546-5556

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(704) 365-4773

**OHIO**

**WESTERN RESERVE MINORITY CHAMBER OF COMMERCE**

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(216) **283-4700**

**PENNSYLVANIA**

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(412) **481-0400**

CONTRACTS COMPLIANCE. INC.  
Villanova, PA 19085  
(610) 995-8500

EXICO. INC.  
Pittsburgh, PA 15222  
(412) 261-3073

**SOUTH CAROLINA**

DESA INC.  
Columbia, SC 29201-2609  
(803) 256-3212

**TENNESSEE**

ELR CONSULTANTS. INC.  
Oak Ridge, TN 37831-5119  
(423) 483-2995

RUFFIN AND COMPANY, P.C.  
**Nashville**, TN 37207  
(615) 860-4456

MID-SOUTH MINORITY BUSINESS COUNCIL  
Memphis, TN 38124  
(901) 678-2450

**TEXAS**

GABRIEL ENTERPRISES  
**Corpus Christi**, TX 78418  
(512) **939-7700**

H.V. VILLEGAS & CO  
H.V. Villegas  
**Austin, TX** 78704  
(512) **457-0800**

**VIRGINIA**

B. J. CONCEPTS  
**Fairfax** Station, VA 22039  
(703) 425-3303

BROWN & COMPANY  
Arlington, VA 22201  
(703) 522-0800

CDM **FEDERAL** PROGRAMS CORPORATION  
**Fairfax**, VA 22033  
(703) 968-0900

FEDERAL ACCESS PRIVATE CERTIFIER  
Alexandria, VA 22304  
(703) 212-9538

NATIVE AMERICAN MANAGEMENT SERVICES. INC.  
McLean, VA 22101  
(703) **821-** 2226

SYMTECH CORPORATION.  
**Alexandria**, VA 223 13  
(703) 329-0600

**WISCONSIN**

EMPLOYMENT TRAINING CONSULTANTS. INC.  
Watertown, WI **53094-43** 18  
(920) 261-9456

**WYOMING**

DENALI VENTURES  
**Cheyenne**, WY 82009  
(307) **778-6442**

WYOMING BUSINESS CONSULTANTS  
Cheyenne, WY 82009  
(307) 778-3968